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# THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

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STUDENT HANDBOOK 1986-87





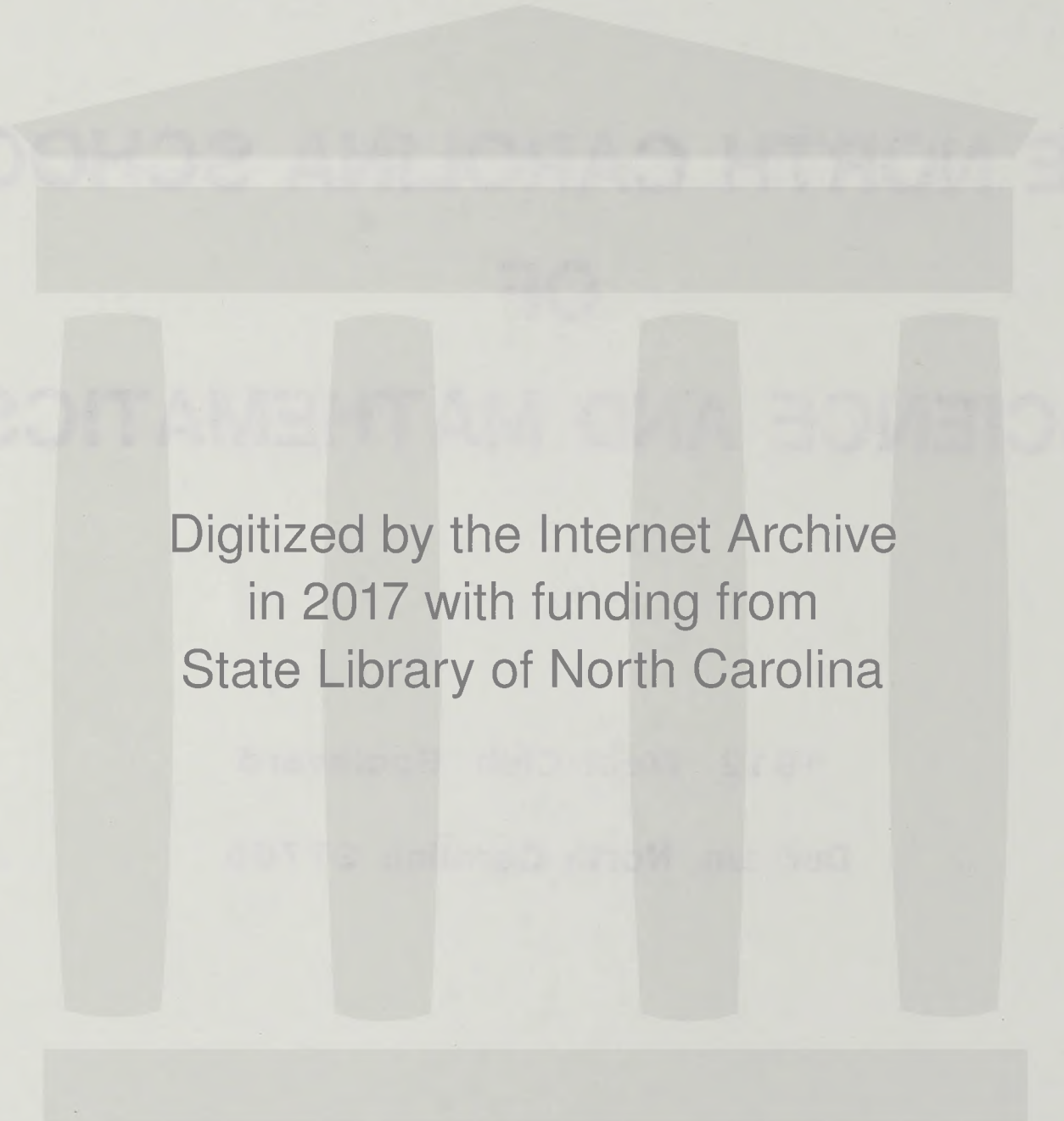
# THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

1912 West Club Boulevard

Durham, North Carolina 27705

## STUDENT HANDBOOK

1986-1987



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# NCSSM SCHOOL CALENDAR 1986-1987

AUGUST	Mon	25	Teachers, Resident Advisors, Coordinators Report - Teacher Workday
	Tue	26	Teacher Workday
	Wed	27	Teacher Workday (In-service)
	Thu	28	Teacher Workday (In-service)
	Fri	29	Teacher Workday (In-service)
SEPTEMBER	Mon	1	Labor Day (State Holiday)
	Tue	2	Dorm Assistants Report Teacher Workday
	Wed	3	Orientation Committee & Student Council Report Teacher Workday (In-service)
	Thu	4	Teacher Workday (In-service)
	Fri	5	Board of Trustees Meeting Seniors Report, Orientation for All Seniors Teacher Workday (In-service)
	Sat	6	Juniors Report, Orientation for All Juniors
	Sun	7	Orientation for All Students Convocation
	Mon	8	Class Run-Through First Quarter Begins
	Sat	13	Student Council Symposium Required of All Students
	Sat	20	Parents Day - Teacher Workday (In-service)
OCTOBER	Thu	2	Extended Week-end (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Fri	3	Teacher Workday
	Sun	5	Students Return by 10:30 p.m. (dorms open at noon)
	Sat	11	SAT Testing
	Sat	18	PSAT/NMSQT - Required of Juniors
	Fri	31	First Quarter Ends (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
NOVEMBER	Sat	1	SAT/ACH Testing
	Mon	3	Fall Break, Teacher Workday
	Tue	4	Fall Break, Teacher Workday
	Wed	5	Fall Break, Teacher Workday Students Return by 10:30 p.m. (dorms open at noon)



NOVEMBER (Cont.)	Thu 6	Second Quarter Begins
	Tue 11	Veterans Day, Classes in Session
	Thu 13	Special Projects Week Preparation Day (half)
	Tue 25	Dismissal at end of instructional day for Thanksgiving Vacation - dorms close at 5:00 p.m.
	Wed 26	Holiday Make-Up (Veterans Day)
	Thu 27 & Fri 28	Thanksgiving Holidays
	Sun 30	Students Return by 10:30 p.m. (dorms open at noon)
DECEMBER	Fri 5	Board of Trustees Meeting
	Sat 6	SAT/ACH Testing
	Fri 19	Dismissal at end of instructional day for WINTER VACATION (dorms close at 5:00 p.m.)
JANUARY	Sun 4	Students Return by 10:30 p.m. (dorms open at noon)
	Mon 19	Martin Luther King, Jr. Day Observed, Classes In Session
	Wed 21 - Tue 27	Semester 1 Examinations
	Sat 24	SAT/ACH Testing
	Tue 27	2nd Quarter Ends (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Wed 28	Teacher Workday
	Thu 29	Teacher Workday
	Fri 30	Teacher Workday
FEBRUARY	Sun 1	Students Return by 10:30 p.m. (dorms open at noon)
	Mon 2	Third Quarter Begins
	Mon 16	Presidents' Birthdays Observed, Classes in Session
	Fri 27	Extended Week-end (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
MARCH	Mon 2	Teacher Workday
		Students Return by 10:30 p.m. (dorms open at noon)
	Tue 3 - Mon 9	Special Projects Week
	Mon 9	Special Projects Week Celebration



MARCH (Cont.)	Fri	27	Third Quarter Ends (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Mon	30	Teacher Workday
	Tue	31	Teacher Workday, Students Return by 10:30 p.m. (dorms open at noon)
APRIL	Wed	1	Fourth Quarter Begins
	Sat	4	SAT Testing, Semifinalists Visit Campus; Teacher Workday (In-service)
	Tue	7	Mathematics Day
	Sat	11	Semifinalists Visit Campus; Teacher Workday (In-service)
	Fri	17	Students dismissed at end of instructional day for SPRING VACATION (dorms close at 5:00 p.m.)
	Sun	26	Students Return by 10:30 p.m. (dorms open at noon)
	Wed	29	Humanities Day
MAY	SAT	2	SAT/ACH Testing
	Mon	4 - Fri 8	AP Examinations
	Sat	9	College Day, Required of Juniors
	Mon	11 - Fri 15	AP Examinations
	Sat	16	Prom
	Thu	21	Science Day
	Fri	22	Extended Week-end (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Mon	25	Students Return by 10:30 p.m. (dorms open at noon)
JUNE	Fri	5 - Thu 11	Semester 2 Examinations
	Thu	11	Book Clearance
	Fri	12	Dorm Vacating Preparation (morning)
			ACADEMIC RECOGNITION PROGRAM (afternoon)
	Sat	13	Teacher Workday (In-service)
			COMMENCEMENT DAY (REQUIRED SCHOOL DAY) - Teacher Workday (In-service)
	Mon	15	Fourth Quarter Ends
	Tue	16	Teacher Workday (In-service)
	Wed	17	Teacher Workday





# NCSSM CLASS SCHEDULE 1986-1987

NAME \_\_\_\_\_ SEM \_\_\_\_\_

MON	TUES	WED	THUR	FRI
1 8:00-8:45	3 8:00-8:45	6 8:00-8:45	4 8:00-8:45	2 8:00-8:45
2 8:50-9:35	4 8:50-9:35	5 8:50-9:35	3 8:50-9:35	1 8:50-9:35
7 9:40-10:25	8 9:40-10:25	4 9:40-10:25	2 9:40-10:25	5 9:40-10:25
8 10:30-11:15	7 10:30-11:15	3 10:30-11:15	1 10:30-11:15	6 10:30-11:15
<del>3 11:20-12:05</del>	<del>4 11:20-12:05</del>	<del>7 11:20-12:05</del>	<del>5 11:20-12:05</del>	<del>4 11:20-12:05</del>
<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>
<del>3 12:05-12:50</del>	<del>4 12:05-12:50</del>	<del>7 12:05-12:50</del>	<del>5 12:05-12:50</del>	<del>4 12:05-12:50</del>
<del>B</del>	<del>B</del>	<del>B</del>	<del>B</del>	<del>B</del>
<del>3 12:50-1:35</del>	<del>4 12:50-1:35</del>	<del>7 12:50-1:35</del>	<del>5 12:50-1:35</del>	<del>4 12:50-1:35</del>
<del>L</del>	<del>L</del>	<del>L</del>	<del>L</del>	<del>L</del>
6 1:40-2:25	2 1:40-2:25	8 1:40-2:25	6 1:40-2:25	8 1:40-2:25
5 2:30-3:15	2 2:25-3:10 L	8 2:25-3:10 L	6 2:25-3:10 L	7 2:30-3:15

\* Lunch/Lab/Class meeting.

Lunch 11:15am-1:00pm.

Mentorship and Community Service are scheduled for:

Tues.- 1L, 2, 2L    Wed.- 7L, 8, 8L    Thur.- 5L, 6, 6L



# **SECTION I**

## **STUDENT SERVICES**







## PHILOSOPHY OF STUDENT LIFE

A residential school is a community. Contributions made by those who reside and work in such a setting will ultimately benefit all through creation of a climate which promotes purposeful learning and living. This school presents an opportunity for a challenge to live with others of similar interests and aspirations, and, through this community, contribute to and learn from others the joy of discovery and the stretching of one's limits.

The North Carolina School of Science and Mathematics has established a living and learning environment based on the following principles:

1. Honor and Truth: We expect students to be honest with each other and with faculty and staff members.
2. Motivation and Commitment: We ask each member of our community to strive for excellence in his/her academic, social and personal development. Students are expected to exercise self-discipline and to meet their commitments, both in and out of the classroom.
3. Fair Play and Civility: Everyone at NCSSM deserves to be treated with respect and courtesy.
4. Health and Hygiene: We advocate good physical and mental health for all members of our community. Students are expected to exhibit care for personal and community cleanliness.
5. Safety and Security: We expect students to take care of themselves and their environment.
6. Responsibility and Accountability: While students have the freedom to make a number of important individual choices, they must understand that with this freedom goes responsibility and students will be held accountable for the decisions they make and for their behavior, both on and off campus.



## I. Residential Life Department

The Residential Life staff living in the residence halls assumes an "in loco parentis" role and is responsible for directing, guiding, and supervising the students, particularly in areas of their non-academic development. The staff counsels students on an individual and group basis, sets guidelines for acceptable behavior, interprets and enforces school policies, responds to problems and conflicts, and administers discipline when necessary. The Residential Life staff is in charge of the day-to-day operation of the residential life program and, with administrative support, holds responsibility for decision-making in this area.

In addition to the professional staff, there are Dorm Assistants (DAs) who serve as peer counselors, plan hall activities, help enforce guidelines and act as liaisons between the students and the staff. DAs are members of the senior class chosen for demonstrated leadership qualities.

## II. Residential Expectations

1. AUTOMOBILES: Students are not allowed to have unauthorized possession of or access to a car or other motorized vehicle while under the jurisdiction of the school. This includes the storage of vehicles in the Durham and immediate surrounding area. ANY EXCEPTION TO THIS POLICY MUST BE CLEARED IN ADVANCE WITH THE APPROPRIATE RESIDENTIAL LIFE COORDINATOR (GIRLS/BOYS) BEFORE A STUDENT CAN RETURN TO CAMPUS WITH A CAR OR STORE A CAR IN THE SURROUNDING AREA. A STUDENT WHO BRINGS A CAR BACK WITHOUT SECURING THE NECESSARY PERMISSION IN ADVANCE MAY BE ASKED TO RETURN HOME WITH THE CAR IMMEDIATELY AND MAY FACE ADDITIONAL PENALTIES.
2. CURFEWS AND EVENING HOURS: The following guidelines have been established with the intent of providing an atmosphere that is conducive to self-directed learning and study for all students:

On-campus: 8:00 p.m. Monday-Thursday;

In-dorm: 10:30 p.m. Sunday-Thursday and 12:00 midnight  
Friday-Saturday;

In-room: 12:00 midnight Sunday-Thursday



FIRST QUARTER EVENING HOURS: (Monday - Thursday)

CURFEW CHECK - 8:00 p.m.

RESIDENTIAL DUTIES - 8:00 - 8:30 p.m.

EVENING STUDY HOURS - 8:30 p.m. - 10:00 p.m.

QUIET HOURS - 8:30 p.m. - 8:00 a.m.

All extra-curricular activities, academic classes, tutorials, clubs and organizational meetings must be completed as of the 8:00 p.m. curfew. Students may sign out to go to the library or to pursue independent work in other academically related areas when their duties have been completed.

SECOND QUARTER TO END-OF-YEAR EVENING HOURS:

CURFEW CHECK - 8:00 p.m.

RESIDENTIAL DUTIES - 8:00 p.m. - 8:30 p.m.

QUIET HOURS - 8:30 p.m. - 8:00 a.m.

After 8:30 p.m. students will be free to engage in activities of their own design. This time in the evening is recommended for self-directed study be it individual or in a group.

The hours from 8:00 p.m. until 8:00 a.m. are to be considered "quiet hours" so that those individuals who choose to study or retire early find it conducive to such activities in the dorms. Individuals who wish to socialize should do so in designated areas (i.e. the snack bar, co-ed lounges).

As in the first quarter, all academic classes, extracurricular activities, tutorials, club/organization meetings, etc., must be completed by the 8:00 p.m. curfew.

3. SIGN-OUT: Students are expected to sign out according to established procedures each time they leave the NCSSM campus. If a student plans to be off campus during the evening hours, staff permission is required. When a student plans an overnight stay, parent and staff permission is required.
4. EMPLOYMENT: Students may not hold a regular full-time or part-time position while under the jurisdiction of the School.



5. DRESS CODE: The school expects that dress be neat, clean, and appropriate for the occasion. Shoes are required in all areas of campus except in a student's assigned residence hall and sunbathing is permitted in certain designated areas.
6. PARENT CONTACT: Throughout the year, the staff will provide parents with valuable information about their child's development and about various activities the school is having. There are certain times when parents will receive formal contact from the residential life staff. A written report evaluating a student's adjustment to the school environment and cooperation with school regulations will be included in the school's comprehensive narrative reports to the family. In addition, parents will be called any time a student is more than one hour late for the final curfew. This is not done as a punitive measure, but to give information to the parents in case an emergency is involved. Parents also will be contacted any time a student is taken to the emergency room or any time a student is staying overnight in the Duke University infirmary, and may be contacted any time a student is experiencing problems of a residential or academic nature.
7. ROOM INFORMATION:

a. Care: Weapons, open flames, incense, clove cigarettes, etc., are not allowed in the residence halls for health and safety reasons. Potentially dangerous scientific equipment (such as lasers) may be stored in a student's room only with permission from a faculty member and the residential life staff. Archery, martial arts and other equipment must be stored with the Athletic Coordinator. Pets are not allowed in school buildings.

Students are allowed to have one (under 4.0 cubic feet, regular 110 volts) refrigerator unit per room. Other appliances are to be used in kitchen areas, not in student rooms. Smoking is allowed only in areas specifically designated for this purpose. Televisions are provided in each residence hall; students are not allowed to have TV's in their rooms. (Personal TV's may be used as computer monitors only).

b. Room Inspections: Weekly inspections are held in order to assure that student rooms meet basic health and safety standards established by the school.



c. Room Arrangements and Decorations: The Residential Life staff reserves the right to determine appropriate decoration of rooms, doors and hallways. Arrangement of furniture must meet basic safety requirements and guidelines established by the Residential Life Office.

d. Entry and Search: An NCSSM student who resides in a residence hall room is due the right to privacy in that room. No one (including parents, visitors, and other students) will be allowed access to that room unless the student is present. A pass key is used for normal non-emergency conditions such as maintenance and room inspections or in cases involving the immediate safety of occupants. Where there is reason to believe violations of school policy or criminal law are occurring, a room search will be authorized by the Principal, the Dean of Students, or the Head of Residential Life. An established procedure (available in the Residential Life office) is in place for such a search; this is done to protect the rights of the students.

8. OPEN HOUSE: Certain times each month are designated "Open House" when students and other guests of the opposite sex are allowed to visit in the residential wings. These hours are supervised by the residential staff; times are posted, and specific guidelines must be followed by students and guests.
9. VISITORS: ALL VISITORS MUST CHECK IN AT THE PRINCIPAL'S OFFICE BETWEEN 8:00 A.M. - 5:00 P.M. OR WITH THE RESIDENTIAL LIFE OFFICE AFTER HOURS.

Students are allowed to have guests on campus during the following hours:

8:00 a.m. - 8:00 p.m. Monday-Thursday  
8:00 a.m. - 12:00 midnight Friday-Saturday  
8:00 a.m. - 10 p.m. Sunday

Students are responsible for the actions of their guests, including any damages accrued or policies broken. Visitors are expected to abide by all rules governing student life. Students are expected to accompany their guest(s) at all times while they are on campus. No guest will be allowed access to a student's room if the occupants are not present.



Students may not have guests of the opposite sex in their rooms or on single-sex halls/lounges unless permission has been secured from a staff member. Anyone who is not a current NCSSM student or faculty/staff member is a guest.

Overnight guests are not permitted on weeknights (Sunday-Thursday), but are allowed on Friday and Saturday nights provided they are properly registered before 11 p.m. with the staff person on duty in the dorm which hosts the guest and provided the roommate agrees. Overnight guests of the opposite sex must stay in the appropriate male or female residence hall. The staff reserves the right to deny overnight permission for guests when appropriate.

NOTE: For reasons of privacy and personal comfort for students, parents will not be allowed to stay overnight in the dorms.

10. MEETINGS AND ASSEMBLIES: Students are expected to attend all required assemblies or meetings: This includes hall and dorm meetings.
11. HALL HOUSEKEEPING: As part of the residential program, students are responsible for the maintenance and daily upkeep of the residence halls.
12. OFF-CAMPUS ACTIVITIES: Occasionally, school-sponsored activities require travel away from the campus, sometimes outside Triangle area. Most trips are day trips, going and coming back the same day. Parents are not notified of day trips inasmuch as they are an expected part of the school program. For overnight trips, students will provide parents with a permission form for them to sign and return to the appropriate staff person.

By enrolling students in the school, parents extend permission for them to travel in school vehicles or in private vehicles of faculty, staff, or other adults who participate in school programs (the host family program, for example). It is not possible for the school to be responsible for monitoring or controlling the riding in other vehicles when students sign out to leave campus. Any restrictions which parents wish to place on their child relative to riding in non-school vehicles must be agreed upon between parent(s) and student(s) based on mutual trust and the ability of the student to make responsible decisions.



14. PRIVILEGES: Throughout the academic year, a series of privileges are granted to students who have demonstrated their ability to make mature decisions and show commitment to their academic endeavors. These privileges carry certain guidelines and responsibilities. In some cases, parents are involved in the decision-making. The Residential Life staff coordinates the implementation of these changes after consultations with students and administrators. Student progress will be evaluated on a regular basis and privileges will be assigned upon approval. This system of privileges is available to all students meeting the established criteria. As such, there will be no exclusive "Senior Privileges" for the 1986-87 school year.

### III. Programs

#### ATHLETICS

NCSSM offers an interscholastic athletic program in the following sports: soccer (boys, girls), basketball (boys, girls), tennis (boys, girls), wrestling (boys), baseball (boys), volleyball (girls), softball (girls), cross-country (coed), and track (coed). There is also an active intramural program for those students who desire less competitive involvement or whose schedules will not permit time for interscholastic sports. Private lessons can be arranged with area professionals; these are the financial responsibility of the student.

Because of the time commitment involved in interscholastic sports, students who encounter academic difficulties will be reviewed to determine if they should be allowed to continue participating in interscholastic sports.

#### WORK SERVICE

A student work service program is necessary to maintain the grounds, buildings and various program functions of the school. Contributions of time, energy, ideas and talents provide not only a financial benefit to the School and thus ultimately to



students, but also permit a sense of communal involvement which can create a bond between those participating and their environment. Each student is expected to be cooperatively involved in a work service assignment for three hours a week.

### COMMUNITY SERVICE

The Community Service program provides an opportunity for students to be of service to a community while learning about community life, the working world, and themselves. The School hopes that the experience of volunteering will carry over into other aspects of students' lives and that many of them will continue to volunteer their energies and talents after they leave NCSSM.

The wide variety of options makes it possible for students to select the way of fulfilling this graduation requirement that best fits the needs and interests of the student.

NOTE: The School strongly supports the value of the Work and Community Service programs and the need for students to commit themselves to this concept. Successful completion of the Work Service and Community Services programs is required for graduation from NCSSM. Students who do not receive a grade of Satisfactory in their junior year will not be offered re-enrollment. Seniors who do not successfully complete those requirements in a satisfactory manner will not graduate.

### THURSDAY EVENING SERIES

An interdisciplinary required course, developed cooperatively by Residential Life, Health Services, Guidance and Counseling, and parents, focusing on the personal, social and leadership development of our students, will be presented during the first semester of the 1986-87 school year. Numerous topics will be covered including time management, health and nutrition, leadership styles and skills, college planning, peer relationships, and coping with pressure.



## STUDENT ACTIVITIES

A comprehensive student activities program is provided and is designed to complement the strong academic program at NCSSM. The Student Activities Coordinator, in conjunction with other members of the school community, is responsible for creating and implementing this program. Examples of activities include off-campus outings to shopping malls, museums, plays, and concerts. On-campus activities include dances, parties, talent shows, and other special events including the annual spring prom.

Students also may participate in school clubs (examples include chess, math, science, astronomy and camping), in school publications (yearbook, literary magazine, newspaper), in competitive groups (speech and debate, Quiz Bowl), and in various off-campus activities, including the Host Family Program. In this program, Durham community members who are friends of the School provide a "home-away-from-home" for students.

Most off-campus activities will require some money to offset costs. In addition, students will need spending money for personal supplies. Parents and students should make arrangements for an appropriate budget.

Students are strongly encouraged to open a personal bank account with a nearby financial institution. (Most area merchants will not accept out-of-town checks.) In addition, some expenses incurred by students will require a cashier's check or money order (class rings, graduation items, etc.). In some cases, NCSSM may not be able to accept personal checks from students. At all times, students are strongly urged not to keep large sums of cash in the residence halls.

Students who have significant financial concerns are encouraged to discuss their concerns with a residential staff member.

## STUDENT GOVERNMENT:

Students at NCSSM are actively involved in Student Government. There are two components of this type of student-initiated and student-run government: Student Council and Dorm Council. Both groups plan activities for the student body and make recommendations to the Administration on issues governing student life.







# **SECTION II**

## **ACADEMICS**







## GRADUATION REQUIREMENTS

All students must successfully complete Introduction to College Mathematics and successfully complete one unit of mathematics each year. Students who have completed geometry prior to entry must complete two units of mathematics. Students who have not taken geometry must complete three units of mathematics and one unit must be geometry (MA105). Computer Science courses do not fulfill mathematics requirements. Students must also demonstrate computer competency either by enrollment in a computer science course at this school or by consultation with The Mathematics department.

All students must successfully complete three units of science while in residence at the North Carolina School of Science and Mathematics and show competence in each of the three basic sciences (biology, chemistry, physics) either by passing an introductory or upper level course or by taking a test to place out of that science course. A student placing out of a science must still complete three units of science credit.

All students must successfully complete two units of English, one unit of social science and complete foreign language either by taking two units at the North Carolina School of Science and Mathematics or by satisfactorily completing a minimum requirement of Level 2 with one year of study at the School.

All students must successfully complete one and one-half units of electives and one-half unit of Physical Activity/Wellness. The minimum academic graduation requirements are listed in the table below.

### MINIMUM GRADUATION REQUIREMENTS

Subject	Credits Earned at Previous School	Additional Credits Re- quired by NCSSM	Total Number of Credits Required
English	2	2	4
Mathematics	2	2	4
Science	1	3	4
Social Sciences	1	1	2
Foreign Language	0	2	2
or	1	1	2
or	2	1	3
Physical Activity and Wellness	1	0.5	1.5
Electives	1	1.5	2.5
TOTAL	8	12	20



In addition to satisfactory completion of the above requirements, students must receive a passing score on the statewide competency test and receive satisfactory grades of "S" in both Community and Work Service requirements.

Students who do not meet standards of behavior as specified by the administration of the school or as outlined in THE STUDENT HANDBOOK may be required to withdraw from the school. In such cases, the student will not be awarded a diploma from the school or be allowed to participate in the school's commencement programs. To receive a diploma, a senior must have passing grades in all courses at the end of the year and must be free from any disciplinary action, official or pending.

#### COURSE LOAD

Each student is required to enroll in a minimum of five academic courses each semester. English and mathematics must be included in every student's program of study each semester. Unless special conditions exist, each junior's program of study must include English, mathematics, two sciences, foreign language, American history and an individualized program in physical activity/wellness.

The maximum number of courses allowed for entering juniors is six. Exceptions include physical activity, computer science, music, and art. Students desiring exceptions or additions to this requirement must have permission from the Principal.

#### GRADING AND EVALUATION

There are four grade reporting periods each year. Students' progress reports are recorded in letter grades with the majority of courses and all seminars using the following evaluation system:

- A = Outstanding achievement
- B = Superior, meeting all course requirements
- C = Acceptable, minimally meeting requirements of course
- D = Unsatisfactory, no NCSSM credit toward graduation



The following evaluation system is used for reporting student progress in Independent Study, Community Service, Work Service, and certain computer and applied science courses:

S = Satisfactory  
U = Unsatisfactory

Copies of each student's progress reports will be sent to (a) parents or guardians to (b) students, (c) their advisor(s) and (d) the Registrar's file. Students' reports are distributed to them by their resident advisors for joint examination and consultation.

#### INCOMPLETE WORK

When unusual circumstances prevent the completion of assigned work during a specific grading period, a teacher may petition the Principal for permission to evaluate a student's work as Incomplete (I). This option is not available for Work or Community Service or for failure to plan ahead or manage time wisely. Written approval from the Principal must be secured prior to the end of the grading period in question. Permission for an incomplete grade at the close of the year will be granted only in emergency circumstances.

All grades of Incomplete (I) must be removed within ten school days after the close of the grading period. Students have the responsibility of completing their obligations in the course and earning a permanent grade before the end of the ten-day grace period.

#### SCHEDULE REVISION POLICY

Rigorous guidelines are established for requesting schedule modifications after the start of the academic year. A student may request to drop a semester course up to four weeks before the end of the semester and a year course up to four weeks before the end of the first semester without a record of the course appearing on the student transcript. The withdrawal process must be initiated by obtaining a withdrawal form from the Registrar. This form must be signed by the course instructor and the department head and then returned to the Registrar, who will



issue the student a new schedule. Failure to follow this procedure when withdrawing from any course will result in a grade of "D" or "U" recorded on the transcript.

In special circumstances, faculty or staff-initiated requests to evaluate a student's academic program for the purpose of dropping a course after the above deadlines have passed will be reviewed by the Principal.

All students should be aware of two important facts regarding their course schedules and subsequent responsibilities: (1) the official printed schedule from the Registrar's Office is the only program which the student should follow, and (2) no partial credit is given for any course, regardless of the time at which it was dropped.

#### COURSE AUDITS

Auditing a course for enrichment or remediation requires a commitment of both time and energy. The instructor of any course may grant or withhold permission to audit. Students auditing a course cannot (1) use a place in the class needed for students enrolling for credit, (2) earn credit for the course, or (3) have the course recorded on the official transcript.

#### STUDY OPTIONS AND SPECIAL PROGRAMS

Special options and study plans are described in the course catalog. Options for Independent Study, Individualized Instruction and seminar-based study are available to students upon request. Application forms for these study options are available in the office of the Registrar. Seminar-based study requires prior arrangements with a teacher/sponsor who assumes responsibility for the supervision of the program.

#### ADVANCED PLACEMENT PROGRAM

NCSSM provides opportunities for students to participate in the Advanced Placement Program of the College Entrance Examination Board. While the school's program of study does not include



Advanced Placement courses, many students earn college credit by electing to take one or more AP examinations in the various disciplines in which these tests are offered each year. Placement decisions based on these examinations depend on the policies of the college or university chosen by the student.

## TESTING SCHEDULES

The school makes an effort to provide optimum conditions for testing and evaluating a student's progress. However, conflicts in scheduling of tests do develop at times. The following procedure is designed to help resolve problems created by more than one test scheduled on any given day.

All tests and quizzes (15 minutes or more in length) must be registered by faculty on a sign-up sheet for each instructional day of an upcoming two-week period in the Principal's Office.

Students scheduled for more than two major tests/quizzes on any given day should check the sign-up sheet to determine the order in which the tests were registered. The first two teachers to sign the sheet have priority. This means a student is obligated to take these tests as scheduled. Teachers scheduling tests after the two with priority are required to work with the student in rescheduling the tests at the earliest possible date, if the student requests it. It is the responsibility of the student to become familiar with this policy and initiate this process when problems develop due to the scheduling of multiple tests on the same day.

## COMPUTER USE POLICY

The use of the computer is a privilege at NCSSM. This privilege demands responsible and courteous behavior from all users. Any student who misuses the computer or peripheral equipment will lose this privilege, and disciplinary action will follow.

The primary purpose of the computer is to enhance learning. It is used not only to study computer science but also as a tool for calculating and word processing in all academic areas. Any other use of the computer is incidental to this. All users must



realize that use of the mail or phone commands and the printer must be reasonable and should not inhibit the academic use of the machine.

Each user is assigned an account which is considered by NCSSM to be his or her personal property. Thus, it is private and should not be violated by anyone. Each user should realize that disclosing his or her password to another person is giving that person tacit approval to use his or her account. This policy also applies to all system and administrative accounts.

In view of this right of privacy and personal property, any student who gains unauthorized knowledge of a password giving that student access to any other account must immediately tell the password owner so that the password can be changed. Failure to do so will result in disciplinary action which may include a recommendation for dismissal from the School.

Any other computer-related behavior that is viewed as unacceptable to the school community will, at the least, result in the loss of computer privileges.

#### GUIDANCE AND COUNSELING

The goal of the NCSSM Guidance Program is to facilitate the total success of students in their adjustment to the school community, in their academic endeavors, in their transition to college and career, and in their individual personal growth. Structured programming is provided to assist the students as they encounter the changes that are a normal part of growing and the challenges unique to the NCSSM community.

The effective guidance of young people at NCSSM is a result of the team effort of teachers, counselors, the residential life staff, the health services staff, administrators, and, indeed, the total adult community. The NCSSM staff works together to try to provide consistent, caring support for the young people who come to live and learn.

Students are encouraged to meet with a member of the counseling staff whenever they need assistance. Parents are encouraged to share information pertinent to their child's growth and to share their concerns and questions throughout the year with their



child's, academic advisor, resident advisor or a counselor. Such a supportive relationship between home and school community is vital to the success of the student.

#### ACADEMIC ADVISORS

Each student is assigned an advisor who will be either a teacher or a professional staff member. Advisors will meet with students during the year to assist with course registration, review grade reports and deal with other academic and personal concerns. These advisors are seen as personal resources and advocates for the student, and are available for formal or informal conferences, or other less structured interaction throughout the school year.

Academic advisors will write the "institutional" letter of recommendation for students in support of college application. Students are encouraged to develop a strong personal relationship with their advisors.

#### TUTORIALS

Tutorials provide opportunities for students to seek assistance from faculty. Teachers from each discipline are on duty each evening Monday-Thursday and at other hours specified during the day. Students in academic difficulty or in need of review or of individualized help are encouraged to take advantage of these sessions.

#### WITHDRAWAL, RE-ADMISSION POLICY

When a student is absent due to an extended illness, a review is made of the student's academic status. Academic department heads will notify the Principal when the student is at the point where continued absence will result in no credit. The Principal will send written notification of a decision to allow continued enrollment or recommend withdrawal to the student and his or her parents.



Students who withdraw because of illness or personal reasons beyond their control may re-apply for admission. Application for re-admission should be forwarded to the Principal's Office. Re-admission will be granted if there is reasonable assurance that the student can meet all the requirements necessary to graduate with his or her class.

## STUDENT RECORDS

A permanent record for each student is kept in the Registrar's Office. Guidelines in compliance with the Family Educational Rights and Privacy Act are observed in accessing these records. Students and parents are welcome to consult the full copy of the North Carolina School of Science and Mathematics Student Record Access Policy, on file in the offices of the Principal and Registrar.

## CLASS ATTENDANCE:

NCSSM recognizes that a positive correlation exists between regular class attendance and achievement. Therefore, regular attendance is required.

### 1. Attendance Policy

Three kinds of absences are recognized:

1. Excused absences (NCSSM staff are obligated to provide an opportunity to make up the missed work)
2. Discretionary absences (the student is responsible to arrange for make-up work at the convenience of the teacher)
3. Unexcused absences (staff are not required to provide an opportunity to make up missed work)

The Principal will allow excused absences for illness, for attending school sanctioned functions, for emergencies at home, and for unusual circumstances. Examples of the latter include religious holidays not included in the school calendar or ROTC physicals. The School Nurse will advise the Principal regarding students who should be excused for illness (see Medical Protocol below).



All other absences will be recorded as discretionary or unexcused.

Discretionary absences may be taken for activities scheduled at the discretion of the student. Examples include dental appointments, scholarship interviews, or special activities and competitions not sponsored by NCSSM. Except for rare circumstances, students are limited in discretionary absences to:

1. Three in a semester course
2. Five in a year course

Requests to use discretionary absences are made in the Principal's Office. Discretionary absence requests should be filed in advance to verify approval before taking the absence. Students should use the discretionary allowance carefully since all absences in excess of that allowance will be recorded and treated as unexcused absences. Discretionary absences may not be taken when tests are scheduled.

Students failing to meet attendance expectations will receive the following responses:

NOTE: Statements 1-6 below refer to the total number of absences in all classes. This unexcused absence policy also applies to special schoolwide required activities such as Special Projects Week, Departmental Symposium Days, and other announced activities.

1. One unexcused absence - written notification to the student from the Registrar's Office
2. Two unexcused absences - written notification to student/parent and referral to a guidance counselor
3. Three unexcused absences - a weekend suspension from NCSSM following telephone notification to parent(s) and a second referral to a guidance counselor
4. Four unexcused absences - another weekend suspension from NCSSM with a student/parent conference with a guidance counselor upon return



5. Five unexcused absences - suspension from NCSSM and a student/parent conference with the assistant principal upon return
6. Six unexcused absences - recommendation for dismissal from NCSSM

## 2. Medical Protocol

In order to be excused from class for medical reasons, a student must report to the NCSSM Clinic. The student's name will appear on the sick log turned into the Principal's Office each day in order for the absence to be recorded as medically excused.

Students will remain at rest in the clinic "lie-down area" or in their rooms (at the discretion of the physician and/or nurse). Any student excused from class for medical reasons will not be allowed to participate in any athletic event on that day. Students who are referred to the Infirmary on the Duke University campus are excused from classes during their stay in that facility.

If a student whose name appears on the sick log participates in an athletic event, the excused absence will be changed to unexcused.

## ACADEMIC HONESTY

Cheating is not acceptable in the NCSSM community. Cheating is defined as the submission of someone else's work as your own or the inappropriate use of your own work to help another student. Some examples of cheating include plagiarism, copying on tests or collaboration on homework when this is not permitted by the teacher. Allowing another student to use your work as an aid in doing his or her work on graded assignments or tests is also considered cheating. The teacher is the final authority on what does or does not constitute cheating in a specific class.

The handling of alleged cheating offenses is described in the section on due process.



## RESTRICTED AREAS

Students are not allowed in offices, unsupervised classrooms, laboratories, laboratory preparation and storage areas, computer or micro rooms terminal areas, or other locations normally supervised by faculty or staff after these facilities are closed.

Unauthorized presence in such areas will result in disciplinary action and could result in dismissal from NCSSM.

## ENROLLMENT TO NCSSM FOR THE SENIOR YEAR

Students are invited to attend NCSSM both as juniors and then as seniors through different and separate processes. Students invited to attend for the senior year will be NCSSM juniors who 1) have passed five courses which include mathematics, one science, history, and English, or a combination of courses specified in an academic contract reflecting special circumstances, 2) have passed language level 1 if two years must be taken at NCSSM, 3) have earned an "S" in Work Service, and 4) will complete Community Service requirements before returning to NCSSM for the senior year.







## **SECTION III**

### **GENERAL INFORMATION**







## CAFETERIA

The School will provide three meals a day. Meals are usually served cafeteria style. On special occasions picnics, buffets, or family style meals are served. There is a snack bar where food may be purchased. Shoes and shirts must be worn at all times in the cafeteria or snack bar.

## DEPOSIT FOR INSTRUCTIONAL MATERIALS

All students are required to deposit \$50.00 with the Business Office at the beginning of the academic year as a security deposit against any loss of instructional or other school materials or any damage to school property. Any charges for losses or damages will be deducted from this deposit.

## ELIGIBILITY AND CHANGE OF ADDRESS

1. Permanent: The School requires that parents make sure that updated addresses and phone numbers are on school records at all times. This is essential for use in emergency situations and for compliance with the North Carolina residency requirement. If a student is a North Carolina resident at the opening of the school year, a move to a new permanent residence outside the state by the parents would not affect the attendance status for the remainder of that year. It is the School's expectation that any address change be reported immediately to the Office of the Registrar, either by writing or by calling (919)286-3366. Questions concerning the effect of a change from North Carolina Resident status by parents should be referred to the Office of Operations and Development (286-3366).

2. Temporary: Frequently families are away from home for many reasons. At such times it is most important that the school be aware of this and have persons in North Carolina identified and their telephone numbers provided for use in emergency and unusual circumstances. Students and parents are expected to take the initiative in giving this information to the office of the Dean of Students, either by writing or by calling (919) 286-3366.



## HEALTH SERVICES

Attention to student illness and accident will be provided on campus and at the Duke University Student Health Services and Infirmary.

Students on medication of any kind at any time are required to provide this information on their health form. Students are not to keep prescribed medications in their rooms without approval of the Health Services staff. Arrangements will be made to secure some medications in a safe place on campus for controlled student use.

## INCLEMENT WEATHER

When inclement and unsafe weather conditions develop on a weekend, students who are away for the weekend are to exercise extreme caution when returning to NCSSM. The decision to return rests with their parents. Students who are delayed returning to school are to contact their Resident Advisors.

When unsafe weather conditions develop on the day school is dismissed for a weekend, students will be urged to remain on campus until weather permits safe travel. Staff will be available for supervision.

When faculty members cannot attend classes due to unsafe weather conditions, students will be alerted by announcements posted in residence halls, on classroom doors, outside elevators, and/or on local radio station broadcasts. Students should check their classrooms on these days for posted lessons.

## LOST AND FOUND

Books and other instructionally related materials can be claimed from the Principal's Office. Clothing and miscellaneous items can be turned in or claimed in the Residential Life Office.



## MAIL DELIVERY

Mail is delivered Monday-Saturday to student mailboxes. Students residing in New Dorm should use the following mailing address:

Name of Student  
Box \_\_\_\_\_  
New Dorm, NCSSM  
1912 W. Club Blvd.  
Durham, N.C. 27705

Students residing in Reynolds, Beall or Bryan should have mail sent to "Beall Pavilion, NCSSM" at the above address. A U. S. Postal Service mailbox is located outside of Bryan Center. A U. S. Post Office is located at 703 Ninth St., a few blocks from the School.

## SAFETY AND SECURITY/TRANSPORTATION

The Safety and Security staff provides many valuable services to the NCSSM community. In addition to comprehensive safety programs designed to promote a safe environment, the staff provides 24-hour security coverage.

This department is also responsible for arranging and/or providing certain types of transportation for students. The Security Officer on duty will provide emergency transportation to the doctor or hospital in the event of injury or illness. Other transportation needs such as non-emergency medical appointments, special student activities, or dorm activities must be planned and coordinated through the Security Office with a minimum of three days' advance notice.

NOTE: Students and parents are responsible for transportation arrangements to and from the airport as well as for other personal student needs (i.e., college interviews, etc.). The NCSSM staff cannot provide transportation for these purposes. Limo service and taxis run regularly to Durham. Students should plan to have sufficient funds to meet this expense. Students may not bring personal cars for the purpose of traveling to the airport.



The Safety and Security staff runs regularly scheduled shuttles to and from the Durham bus station on Fridays and Sundays. Students should check the posted schedules for these times. Transportation for arrivals and departures outside these regularly scheduled shuttles are the responsibility of the student.

Students wishing to arrange transportation for a special activity or event must have the appropriate transportation request form filled out completely and signed by the faculty or staff member sponsoring the activity. NCSSM students are not allowed to sign the transportation forms. These forms may be obtained at the Security Office or in the Residential Life Office.

#### SCHOOL STORE

The School Store, located on first floor Bryan, stocks various items for purchase by students and faculty/staff, including notebooks, pens, and other instructional materials, as well as school T-shirts, decals, and other memorabilia. Hours of the store's operation will be posted. A change machine is located on the ground floor of Beall Pavilion.

#### STORAGE FACILITIES

Limited storage areas are available in some residence halls. Students who leave items in storage do so at their own risk. Materials may be stored by any student as long as space is available. All items for storage should be clearly labeled with the student's name, date stored, and address, and enclosed in a suitcase, trunk, or sealed box. UNCLAIMED ITEMS WILL BE THROWN AWAY.







